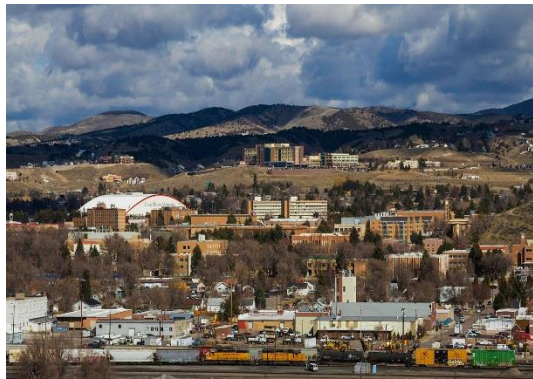




Administrative Office of the Court
Idaho Courts
Physical Address: 451 W. State Street
Mailing Address: P.O. Box 83720
Boise, Idaho 83720-0101
Phone: 208-334-2246
Fax: 208-334-2146
www.isc.idaho.gov

Trial Court Administrator

Sixth Judicial District



Hiring Range: \$96,400 - \$112,821

Deadline to apply: November 30, 2016

General Position Summary:

The Trial Court Administrator performs a variety of executive, administrative, and management functions for a judicial district of the Idaho Courts. The Trial Court Administrator is responsible for carrying out the Idaho Courts' mission and goals and those administrative duties of the district court that are established by statute, local rule, or inherent power of the court (Idaho Court Administrative Rule 43) under the general direction of the Administrative Director of the Courts and the Administrative District Judge.

Major Duties and Responsibilities: (The examples provided do not cover all of the duties which the incumbent in this position may be required to perform.)

- Plans, develops, and implements long and short range policies, goals, objectives and priorities for the Judicial District;

- Supervises the daily operations of the district court in coordination with the Administrative District Judge;
- Coordinates and manages court services, including but not limited to problem-solving courts, family and children services, court assistance, and mediation efforts;
- Assists in the recruitment, selection, training, evaluation, discipline, and supervision of district court personnel and supervises employees as required;
- Establishes and communicates district court personnel standards, practices, and policies;
- Acts as liaison between the courts and state, county, and local governmental agencies and departments;
- Fosters productive relationships with county and local officials within the district to secure sufficient funding for the operations of the court;
- Evaluates pending caseloads, caseload trends, and calendaring methods of the Judicial District;
- Plans, schedules, and makes judicial assignments as directed by the Administrative District Judge to balance caseloads and to ensure the timely disposition of all matters filed with the court;
- Prepares and administers court budgets, grants, accounting, and purchasing functions;
- Acts as the public information officer for the judicial district in coordination with Administrative District Judge;
- Coordinates public education programs on behalf of the court;
- Establishes effective relations between the court and the media by scheduling forums or other opportunities for discussion and by providing information about the courts to the extent permitted by the Idaho Code of Judicial Conduct;
- Develops and manages effective jury systems;
- Ensures compliance with state laws, Supreme Court Rules, and recommended standards regarding jury selection and usage;
- Evaluates facility needs of the District Court and work closely with funding bodies to ensure that adequate, secure, and accessible facilities are available for all court operations and services;
- Participates in the development and maintenance of court security and disaster plans;
- Analyzes emerging trends and innovations in court administration for applicability in the Judicial District;
- Encourages and promotes innovative approaches to managing the court's business;
- Participates in meetings of the Administrative Conference;
- Serve on various district court and Supreme Court committees.

Minimum Qualifications:

Education and Experience:

- Bachelor's degree in Judicial Administration, Public Administration, Business Administration or a related field; an advanced degree or certification as an Institute for Court Management Fellow preferred;
- A minimum of 5 years of progressively responsible experience working in court management, judicial administration or a related field with responsibilities including implementation and oversight of programs;
- A minimum of 3 years of supervisory experience;
- Preference may be given to candidates with prior public service or court experience.

Knowledge, Skills, and Abilities:

- Knowledge of court systems, procedures, and services;
- Knowledge of Idaho's unified court system preferred;
- Knowledge of best practices for court proceedings and services;
- Knowledge of quality management and process improvement principles and practices;
- Knowledge of supervision and personnel management principles and practices;
- Knowledge of state and local political systems and processes;

- Knowledge of public sector budgeting and financial management processes;
- Knowledge of case management and court technology;
- Skill in working effectively with individuals from diverse cultural, educational, and socio-economic backgrounds;
- Skill in expressing ideas and communicating suggestions and recommendations clearly and concisely, both verbally and in writing;
- Skill in establishing and maintaining effective and cooperative working relationships with judges, court staff, county officials, members of the legal community, state and county agencies, and others;
- Skill in analyzing complex issues and data and recommending alternative courses of action;
- Skill in negotiating and developing consensus among competing stakeholders;
- Ability to interpret and apply state statutes;
- Ability to work independently with very little direction;
- Ability to prioritize and organize work to meet deadlines and achieve desired work results;
- Ability to conduct program planning, development, implementation, and evaluation;
- Ability to provide facilitation and support to multidisciplinary planning and program oversight committees;
- Ability to develop and administer contracts including selection of vendors;
- Ability to develop a budget, monitor expenditures, and apply for and manage grants;
- Ability to provide leadership to staff through effective leadership, coaching, and supervision;
- Ability to interpret and explain complex information in an understandable manner;
- Ability to travel throughout the Judicial District and engage in statewide travel several times annually.

The Idaho Courts reserve the right to consider an equivalent combination of education, training, and/or experience necessary to successfully perform the major duties and responsibilities of the position.

Other Position Information:

- The Sixth Judicial District is comprised of six counties, four general jurisdiction district judges, and ten magistrate judges. The position is located in Pocatello, Idaho.
- In addition to the competitive salary, this position offers a generous benefits, retirement, and leave package. In addition, relocation assistance may be available.
- The City of Pocatello is located in southeast Idaho and nestled at 4,448 feet in the western foothills of the Rocky Mountains along the Oregon Trail. According to 2010 US Census statistics, the City of Pocatello has a population of over \$54,000 people with over \$82,000 in the surrounding Bannock County area. The area has maintained small town atmosphere.
- Pocatello is a major transportation, agricultural and education center for southeast Idaho. It lays at the convergence of the irrigated Snake River Valley and major transportation routes between the Pacific Northwest and the rest of country through the Salt Lake area. It has been recognized by Forbes as one of the "Best Small Places for Business."
- Pocatello is the home of Idaho State University, a Carnegie-classified doctoral research and teaching institution founded in 1901. The university attracts students from around the world to its Idaho campuses.
- Southeast Idaho is known for outdoor activities such as skiing, and snowmobiling and is home to more than 1,000 miles of recreation trails for biking, horseback riding, hiking, backpacking, and ATV's.

Application Instructions:

The employment application is located on our website at www.isc.idaho.gov/careers. Please submit your résumé, cover letter, and a completed employment application to the Idaho Courts, Human Resources, P.O. Box

83720, Boise, Idaho 83720-0101 or e-mail to hr@idcourts.net. Applications must be received **by November 30, 2016 by 5:00 p.m. MST.**

The State of Idaho is an equal opportunity employer. Hiring is done without regard to race, color, national origin, sex, age, religion, socioeconomic status, sexual orientation, gender identity, disability, or any other applicable legally protected status. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodation for applying or interviewing, please notify Human Resources.